



DENNIS C. MILANOVICH
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

TEL 870-3100 FAX 870-3102

www.ellington-ct.gov

DENNIS W. FRAWLEY
Deputy First Selectman

PETER J. CHARTER
MARK D. LEIGHTON
A. LEO MILLER, JR.
MICHAEL P. STUPINSKI
NANCY O. WAY

BOARD OF SELECTMEN
October 17, 2005
Meeting Hall – Town Hall

EIGHTEENTH EMPLOYEE RECOGNITION PROGRAM:

The following employees were recognized for service to the Town of Ellington:

10 Years of Service:

John Abate, Library Custodian
Bart Alexander, Police Constable
Lisa Kuraska, Library Assistant I
Diane McKeegan, Assistant Town Clerk

20 Years of Service:

Michael Bard, Police Constable
Thomas Davenport, Marine Constable
Patricia Grundman, Children's Librarian
Robert Morganson, Maintainer I

25 Years of Service:

William Basch, Maintainer II
Allen Bump, Marine Constable
Nicholas J. DiCorleto, Finance Director/Treasurer
Franz Redler, Maintainer II

Special Recognition

30 Years of Service:

Robert Tedford, Director of Recreation

BOARD OF SELECTMEN MEETING:

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Mark Leighton, Dennis Milanovich,
A. Leo Miller, Michael Stupinski and Nancy Way

OTHERS PRESENT: Northern CT Land Trust: J. Gage; Board of Finance Chair: R.
Pagani; Finance Officer: N. DiCorleto; JI Reporter: M. Simpson

I. CALL TO ORDER:

First Selectman Milanovich called the meeting of the Board of Selectmen (BOS) to order at 7:55 p.m.

II. CITIZENS' FORUM: None

III. APPROVAL OF MINUTES:

A. September 12, 2005 Board of Selectmen Special Meeting:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE SEPTEMBER 12, 2005 BOARD OF SELECTMEN SPECIAL MEETING MINUTES.

B. September 19, 2005 Special Town Meeting

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE SEPTEMBER 19, 2005 SPECIAL TOWN MEETING MINUTES.

C. September 19, 2005 Board of Selectmen Regular Meeting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE SEPTEMBER 19, 2005 BOARD OF SELECTMEN REGULAR MEETING MINUTES.

D. September 26, 2005 Board of Selectmen Special Meeting

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE SEPTEMBER 26, 2005 BOARD OF SELECTMEN SPECIAL MEETING MINUTES.

IV. UNFINISHED BUSINESS:

A. Abandonment/Discontinuance of Porter Road

This item was tabled pending receipt of 8-24 Review from the Planning & Zoning Commission.

B. Northern CT Land Trust Request for Hiking Trail on Town-owned Property

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT PERMISSION TO THE NORTHERN CONNECTICUT LAND TRUST TO ENTER OPEN SPACE LAND OWNED BY THE TOWN OF ELLINGTON LOCATED OFF OF PORTER ROAD IN ELLINGTON FOR THE SOLE PURPOSE OF INSTALLING AND MAINTAINING HIKING TRAILS AND TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE AGREEMENT FOR THIS PURPOSE, AS SUBMITTED BY TOWN ATTORNEY. THE TERM OF THE AGREEMENT SHALL BEGIN ON NOVEMBER 1, 2005. **(ATTACHED)**

The BOS thanked Mr. Gage for his efforts in this project.

C. Cultural Arts Commission – Use of Donations

This item was tabled pending receipt of Town Attorney opinion.

D. Land Acquisition – Roche Property – 80 Maple Street

This item was tabled pending receipt of Town Attorney opinion.

E. Ridgeview Drive House Numbers

Mr. Milanovich reported that the new house numbers on Ridgeview Drive were effective on Friday, October 14, 2005. The transmission went relatively smooth.

The BOS reviewed a memo from the Building Official dated October 14, 2005 (**attached**) identifying street and house number issues. Mr. Milanovich will ask the Building Official and Emergency Services to work together to prepare a recommendation for correction. Ms. Way stated that there is also a problem with visibility of house numbers. Mr. Milanovich stated that there is an ordinance in place concerning the numbering of buildings and will direct staff to pursue aggressive enforcement action when resources allow it. Mr. Charter questioned what action has been taken and asked that the Building Official submit a report at the next meeting.

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$3,493.90, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ABATEMENTS STATEMENT. (**ATTACHED**)

B. Winterfest

1. Addendum Request:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE ELLINGTON WINTERFEST COMMITTEE AS FOLLOWS: TWO SANICANS SHALL BE PROVIDED BY THE TOWN FOR THE WINTERFEST ACTIVITIES ON DECEMBER 3, 2005 AND POLICE COVERAGE SHALL ALSO BE PROVIDED BY THE TOWN. FURTHERMORE, CHURCH STREET SHALL BE CLOSED DURING THE EVENT.

2. Donation Account

This item was tabled as the BOS is awaiting comments from the Insurance Company and the Town Attorney.

C. Resignation – Zoning Enforcement Officer:

MOVED (FRAWLEY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF ROBERT PHILLIPS AS ELLINGTON ZONING ENFORCEMENT OFFICER.

D. Unused Excess Vacation Accumulation – Extension Request:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE AN EXTENSION OF TIME TO USE EXCESS ACCRUED VACATION TIME, AS OUTLINED IN THE FIRST SELECTMAN'S MEMOS DATED SEPTEMBER 15, 2005, TO THE FOLLOWING EMPLOYEES: DORIS CRAYTON, NICHOLAS DiCORLETO, ALLAN LAWRENCE, PAMELA LOMBARDO, ROBERT TEDFORD AND LEONARD DESCHENEUX.

MOVED (MILLER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADD TO NEW BUSINESS ITEM E. – *LAND USE FEES* TO NEW BUSINESS.

E. Land Use Fees

Mr. Pagani expressed concern with moving forward to update the land use fees in addition to the Plan of Conservation and Development. Mr. Milanovich referenced a memo from the Town Planner dated October 17, 2005 (**attached**) which includes a draft amendment to the Planning & Zoning Regulations to change the fees. Also included was a draft from the Town Engineer for a proposal to levy additional fees on land use applications to cover the costs of non-town employee services needed to review applications.

There was some discussion whether to have the Planning & Zoning Commission update the fees through their regulations vs. the BOS handling the revision through an ordinance. It was noted that the Planning & Zoning Commission agreed to address the fees earlier this year [March 2005]; however, have tabled the item indefinitely. Mr. Milanovich stated that if the Planning & Zoning Commission is reluctant to increase the fees then the BOS should move forward. Mr. Stupinski suggested using the Town Engineer's draft as a guide to develop an ordinance. Mr. Milanovich will forward both letters to the Town Ordinance Committee for review/action.

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

- A. Personnel Committee
 - 1. Resignations: None.
 - 2. Recommended Appointments:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT CAROLYN COOK TO THE SR. CENTER ENDOWMENT FUND COMMITTEE FOR A THREE-YEAR TERM TO OCTOBER 31, 2008.

- 3. Other: None.

VIII. SELECTMEN LIAISON REPORTS: None.

IX. FIRST SELECTMAN'S REPORT:

Mr. Charter asked Mr. Milanovich to provide the BOS with an update on the EDC Tax Abatement Policy and the appeal process for estimated construction costs at the November 14, 2005 meeting.

Mr. Stupinski asked Mr. Milanovich what the Town's involvement is in an anaerobic digester and if the Town will participate in the financing. Mr. Milanovich stated that he has had conversations with the agriculture community and DEP regarding using an anaerobic digester as a renewable energy resource. He stated that the prospect is very promising but noted that the proposal is in the discussion phase only.

X. CORRESPONDENCE: None.

XI. ADJOURNMENT:

MOVED (FRAWLEY) SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:37 P.M.

Submitted by Mario Saune Approved by Dennis C. Malanowski

IV-B

AGREEMENT

The Town of Ellington, a Connecticut municipality, hereinafter referred to as the "Town" acting hereunder through it's First Selectman, Dennis Milanovich, and the Northern Connecticut Land Trust, a Corporation, hereinafter referred to as the "Land Trust" acting hereunder through Culver Modisette, its duly authorized, President does hereby agree to the following:

1. The Town hereby grants permission to the Land Trust, its agents or assigns, to enter the open space land owned by the Town located off of Porter Road in Ellington for the sole purpose of installing and maintaining hiking trails as shown on the attached map.
2. The term of this agreement shall begin on _____ and terminate ten years from that date except either party may terminate the lease at any time upon thirty days written notice to the other party of its intent to terminate.
3. During the term of this agreement the Land Trust shall pay all premiums for and furnish certificates to the Town for a public liability insurance protecting the parties to this agreement, their agents, officers, elected officials, representatives, or employees because of liability incurred by the parties in the performance of the terms of this agreement when such liability is imposed on account of injury to or death of a person or person, such policy to provide limits on account of any accident resulting in death or injury to one person of not less than \$1,000,000 and a liability limit on account of any accident resulting in injury or death to more than one person of not less than \$3,000,000.

Signed in Ellington, Connecticut on this ____ day of _____, 2005.

Town of Ellington

Northern Connecticut Land Trust

Dennis Milanovich
First Selectman

Culver Modisette
President



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

IV-E

TOWN OF ELLINGTON


55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

BUILDING DEPARTMENT

TEL.: (860) 870-3124 FAX: (860) 870-3122



MEMORANDUM

DATE: October 14, 2005
TO: Dennis C. Millanovich, First Selectman
FROM: Peter R. Williams, Building Official 
CC: John Turner, E911 Municipal Coordinator
SUBJECT: Street & House Numbers

Enclosed is the listing of Street and House numbering issues and concerns that Mr. Turner and I have prepared at your request.

October 14, 2005

STREET HOUSE NUMBER REVIEW

Streets with similar names without duplicate numbers

Mountain Street, Mountain Road
Orchard Street, Orchard Ave.
*Skinner Road, Skinner Road
*Green Street, Green Street

Streets with similar names with duplicate numbers

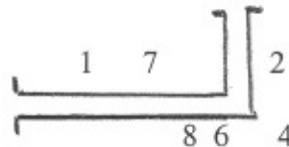
Lake Street, Lake Lane
Manhattan Road, Manhattan Road West 2, & East 1, 2, 3 & 4
Aborn Road, Aborn Private Road
Pinney Street, Pinney Drive ~~Road~~
Geraldine Drive, Geraldine Drive South
*Pine Street, Pine Drive

* Different Fire Districts

Street with numbers not coordinated with adjacent town roads

Penfield Avenue
Windermere Avenue
Skinner Road

Longview Street has numbers starting on the opposite ends, with 1 being on the north west end and 2 being on the south east end.




					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	OCTOBER, 2005				
DOLLAR AMOUNT	PERSON/CORPORATION	MV/PERS.PROP REAL ESTATE	YEAR	TAX/ASSESSOR REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$6.59	BECK, MICHELLE L	MOTOR VEHICLE	04	TAX OFFICE	OVERPAYMENT
\$7.42	CHASSE, ZOEL M	MOTOR VEHICLE	04	ASSESSOR	MOVED FROM CT
\$14.14	CLOUKEY, RYAN W or SONJA S	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$21.64	COLEMAN, JOHN J	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$40.20	CONNORS, DONALD T or JEANNINE P	MOTOR VEHICLE	04	ASSESSOR	MOVED FROM CT
\$9.16	FLAMINO, YOLANDA A and DOUGLAS	MOTOR VEHICLE	04	ASSESSOR	MOVED FROM CT
\$175.12	FORD MOTOR CREDIT CO	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$2,367.46	GMAC MORTGAGE	REAL ESTATE	04	TAX OFFICE	DUPLICATE PYMT
\$87.64	GORIC, LEAH	MOTOR VEHICLE	03	ASSESSOR	MOVED FROM CT
\$324.91	JOHN D McKNIGHT EST	REAL ESTATE	04	TAX OFFICE	OVERPAYMENT
\$60.30	PARADISE, JOHN or KIMBERLY	MOTOR VEHICLE	04	ASSESSOR	MOVED FROM CT
\$36.96	PUSEY, COREY R	MOTOR VEHICLE	03	TAX OFFICE	OVERPAYMENT
\$115.59	SOUCIER, JULIE A	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$5.92	STEPHENSON, RONALD W or GAIL A	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$61.10	UBVL AUTO LT	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$52.14	VISVANATHAN, DAIVANGA P	MOTOR VEHICLE	04	ASSESSOR	MOVED FROM CT
\$50.46	VW CREDIT LEASING LTD	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$57.15	WANDZY, SHIRLEY M	MOTOR VEHICLE	03	TAX OFFICE	OVERPAYMENT
\$3,493.90	OCTOBER REFUND TOTAL				
	ABATEMENTS				
\$0.00	OCTOBER ABATEMENT TOTAL				
\$3,493.90	OCTOBER, 2005 REFUND AND ABATEMENT TOTAL				
refoct05					

Town of Ellington Planning Department



MEMO

DATE: October 17th, 2005
TO: Dennis Milanovich, 1st Selectman
FROM: Robert A. Phillips, Town Planner
SUBJECT: Land Use Fees

A handwritten signature in blue ink, likely of Robert A. Phillips, is written over the "FROM" line.

TOWN OF ELLINGTON
RECEIVED

OCT 17 2005

FIRST SELECTMAN'S
OFFICE

The Town's current fee schedule has been largely in place for 12 years, and does not appropriately balance the costs of the required level of review in the land use process, much less cover the costs of the statutory legal notices. Increasing the application fees is an equitable way to provide staff support without placing an additional burden on the taxpayers of Ellington who are not participating in the process.

As requested, I have evaluated our current land use fees as well as the fees of approximately a dozen other communities across the state. During this analysis I focused my attention to what I believe are the areas of least revenue with respect to staff workload, namely subdivisions and their associated permit review and inspections. In addition, public hearings require at minimum three legal notices and as such a fee has been suggested to cover the printing costs. All other land use review procedures have appropriately been given their own line items in accordance with standard practice.

In the essence of time, I have not completed a detailed analysis breaking down current and future revenue streams based on numbers of applications and permits in the last fiscal year. However, I can complete a review if requested and given time to complete that task. In the meantime, the fees in the following attachment are within range of a large sample of municipalities and although they will not achieve department revenue neutrality, they do offer a positive step toward that goal.

The fees have been drafted in the form of a regulation amendment for review and possible future action by the Planning and Zoning Commission (PZC) in accordance with Section 8-26 of the Connecticut General Statutes (CGS). However, if desired by the Board of Selectmen, land use fees may be set by Town Ordinance through a Town Meeting procedure in accordance with Section 8-1c of the CGS, and as such would supersede those set by the PZC.

Please review and comment as necessary.

Cc w/att.

Board of Finance
Board of Selectmen
PZC
ZBA
EDC
S. Boyan, Esq., Town Attorney
J. Thompson, Town Engineer
N. DiCorleto, Finance Director

ARTICLE VIII - FEES AND ADMINISTRATION

8.2 PERMITS, FEES AND PENALTIES. AMENDED: 28 MARCH 1969, 27 SEPTEMBER 1993.

a. Zoning Permits.

- (1) All new buildings and structures and modification of existing buildings and structures shall require a zoning permit, as well as Home Occupations as defined in Sections 2.2, 4.2, and 4.3 all inclusive, and payment of a fee of \$10.00 which shall be paid to the Office of the Zoning Enforcement Officer. The Office of the Zoning Enforcement Officer shall also collect any additional fees as required by Connecticut General Statutes. AMENDED: 27 SEPTEMBER 1993

d. Application Fees Fee Schedule

- (1) Any application made to the Planning and Zoning Commission which shall require a hearing shall be accompanied by a fee of \$75.00 to defray the cost of the publication of the notice required for hearing, except as otherwise provided. AMENDED: 2 APRIL 1979; 7 OCTOBER 1985, 27 SEPTEMBER 1993.
- (2) Application for permit for multi-family dwelling and trailer camp shall be accompanied by a fee of \$75.00 plus an additional fee of \$5.00 per dwelling unit. AMENDED: 27 SEPTEMBER 1993
- (3) For each trailer space approved in each trailer camp, the permittee shall pay to the Town of Ellington an annual fee of \$5.00 upon issuance of the trailer camp permit. Permit is renewable annually from date of issuance at the same fee.
- (4) Each individual appeal or application submitted to the Zoning Board of Appeals shall be accompanied by a fee of \$75.00 for each separate or individual variance or exception. AMENDED: 27 SEPTEMBER 1993
- (5) Procedure for removal of lot lines is the same as application for subdivision approval with a Public Hearing and submission of proper maps. AMENDED: 5 JANUARY 1981.
- (6) The Ellington Planning Department shall collect all other fees or surcharges as required by the Connecticut General Statutes. AMENDED: 27 SEPTEMBER 1993.

(1)	<u>Bond Release</u>	<u>\$100.00</u>
(2)	<u>Subdivision and Resubdivision Base Fee</u>	<u>\$500.00</u>
	1. <u>3+ Lots, plus base fee</u>	<u>\$200.00 per lot</u>
(3)	<u>Regulation Amendment</u>	<u>\$250.00</u>
(4)	<u>Zoning Map Amendment (Zone Change)</u>	<u>\$250.00</u>

(5)	Site Plan Review, up to 5,000 sq ft.	\$200.00
	1. 5,001 sq ft. to 25,000 sq ft.	\$300.00
	2. 25,001 sq ft. and greater	\$500.00
(6)	Site Plan Modification, up to 5,000 sq ft.	\$200.00
	1. 5,001 sq ft. to 25,000 sq ft.	\$300.00
	2. 25,001 sq ft. and greater	\$500.00
(7)	Special Permit	\$200.00
(8)	Public Hearing Fee	\$500.00
(9)	Zoning Permit – New single family home construction or reconstruction	\$200.00
(10)	Zoning Permit – All others	\$20.00
(11)	Use Variance	\$250.00
(12)	Bulk Variance, Appeal, Location approval for motor vehicle dealer's and repairer's liscence	\$150.00
(13)	<u>Additional fees. (As described in Buck and Buck memo dated 10-17-05 – to be drafted in this section)</u>	
(14)	<u>The Ellington Planning Department shall collect all other fees or surcharges as required by the Connecticut General Statutes.</u>	
(15)	<u>Exemption. Boards, commissions, councils and departments of the Town of Ellington are exempt from all fee requirements.</u>	

BUCK & BUCK, LLC
ENGINEERS

98 WADSWORTH STREET, HARTFORD, CONNECTICUT 06106
TELEPHONE 860-527-2677
FAX 860-527-7100

JAMES A. THOMPSON
LAWRENCE F. BUCK
WILLIAM B. ASTON
DOUGLAS E. ELLIS
GREGORY B. HUNT

HENRY WOLCOTT BUCK
1901-1965
ROBINSON D. BUCK
1925-1959
ROBINSON W. BUCK

Comm. 6306-959

Mr. Dennis Milanovich, First Selectman
Town of Ellington
55 Main Street
Ellington, CT 06029

Re: Land Use Fees


Dear Dennis:

Enclosed is a draft of a proposed ADDITIONAL FEE to be levied on all Land Use Applications to cover the costs of non-town employee services that are necessary to adequately review the applications and make sure that approved applications are complete in conformance to town regulations.

The town of Portland and Stonington have similar fee requirements as does the Ellington Water Pollution Control Authority. The purpose of this additional fee is to make the Planning and Zoning and Wetlands approval/construction process revenue neutral. At present the taxpayers are paying the full cost of executing the subdivision/wetlands review and enforcement process.

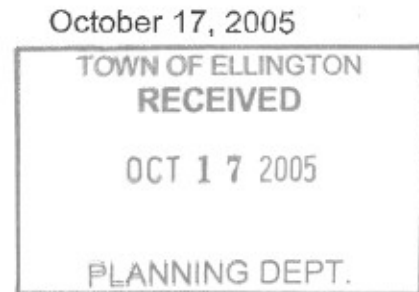
I recommend that the Selectman consider passing an ordinance that would allow the collection of such additional fees. I encourage the Selectman to carefully review the proposed ordinance and would be happy to discuss the matter with them if needed.

Sincerely yours,


James A. Thompson

JAT/mab/959

Cc: Atty. Boyan (fax)
R. Phillips (fax)



BUCK & BUCK, LLC
E N G I N E E R S

98 WADSWORTH STREET, HARTFORD, CONNECTICUT 06106
TELEPHONE 860-527-2677
FAX 860-527-7100

JAMES A. THOMPSON
LAWRENCE F. BUCK
WILLIAM B. ASTON
DOUGLAS E. ELIAS
GREGORY B. HUNT

HENRY WOLCOTT BUCK
1931-1965
ROBINSON D. BUCK
1935-1959
ROBINSON W. BUCK

ADDITIONAL FEES:

The following list of land use applications to the Inland Wetland and Water Courses Agency and the Planning and Zoning Commission shall be subject to paying ADDITIONAL FEES as described below:

Subdivisions, Resubdivisions, Multifamily, Age restricted cluster housing, Earth removal permits and renewals, Special permits, Site plan reviews, Zoning compliance reviews.

In addition to the fees set forth under Article VIII of the Zoning Regulations, Appendix A of the Wetlands Regulations and Planning and Zoning and Wetlands Application forms, the Planning and Zoning Commission and the Inland Wetlands and Water Courses Agency shall collect payment for the cost of materials and services performed by professionals other than Town employees, including but not limited to the review of applications for conformance with the regulations of the Inland Wetlands and Watercourse Agency, and the Planning and Zoning Commission, inspections to verify conformance with the plans approved by both agencies, Computation of performance and forfeiture bonds and inspections necessary to compute changes in the bonds due to construction progress, review of computations and designs of storm water systems for conformance with the Phase II regulations of the Clean Water Act, special inspections, third

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ENGINEERS

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party professional certifications, stenographic and transcription services associated with an application. The Planning and Zoning Commission and the Inland Wetlands Agency may also require an applicant to provide certification, inspections and/or professional consultant reports at the applicants expense. The payment of additional fees shall not prohibit the Inland Wetland Agency or the Planning and Zoning Commission from requiring performance or forfeiture bonds to ensure the successful completion of all work as may be prescribed by the plans approved by the land use agencies.

The ADDITIONAL FEES are to be calculated by the Town Engineer. A fee shall be calculated to reimburse the town for the cost of non-town employee review of the land use application, through and including the time of the decision of the agency to either approve or deny the application. Said fee shall be paid to the town prior to the public hearing of the application. If the ADDITIONAL FEE exceeds the amount expended by the town agency, the applicant will be refunded the excess funds. If the ADDITIONAL FEE is insufficient to cover the agencies costs, the applicant is required to pay the balance to the town.

A fee shall be calculated to reimburse the town for non-town employee costs expended during the construction phase of the project. Said fee shall cover the

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cost of inspections, bond revisions, review of plan revisions, review of all plans and documents necessary for town acceptance of the project infrastructure, or for zoning acceptance. Said fee shall be paid to the town prior to recording of the subdivision plan for subdivisions or resubdivisions, and prior to issuance of zoning permits for all other Planning and Zoning and Wetland Agency applications. . If the ADDITIONAL FEE exceeds the amount expended by the town agency, the applicant will be refunded the excess funds. If the ADDITIONAL FEE is insufficient to cover the agencies costs, the applicant is required to pay the balance to the town.